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# **VOCATIONAL EDUCATION**

## **Montana Office of Public Instruction Fiscal Year 1984 Accountability Report**

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## SECTION I

### ACCOMPLISHMENTS - VEA and JTPA COORDINATION

#### Results of VEA and JTPA Coordinating Efforts

The transitional year from the Comprehensive Employment Training Act (CETA) to Job Training Partnership Act (JTPA) ended June 30, 1984. This date also marked the end of the third fiscal quarter for JTPA. Confusion marked the first third of the fiscal year. Requests for Proposals were issued for new programs; however, due to funding problems and a lack of direction from the federal government prior to the switchover from CETA to JTPA, few participants were carried over from CETA to JTPA. Communications problems and the uncertainty of new programs resulted in low first quarter enrollments. Funds were obligated, then reobligated to different local Job Service offices which resulted in shifts of direction at many Job Service offices. This occurred after local training contracts were signed and teachers contracted.

Office of Public Instruction's Request for Proposals was written with the anticipation that several new programs would be funded. This did not occur. Plans were then developed to jointly fund a program in Butte for displaced workers. However, the Montana Job Service was able to secure funding for this project from the Secretary's discretionary monies. This left the office with unobligated funds.

At the end of the first quarter, subgrants were deobligated. At the end of the second quarter, all subgrant components were above planned, despite low enrollments. Enrollment showed signs of improving.

At the end of the third and last quarter, expenditure rates with the exception of Classroom Training and Concentrated Employment Program (CEP) were in fairly good shape. Basic Education was at 86.65% of planned. Classroom Training was at 80.33% of planned and administration at 84.49% of planned, with JTPA overall at 84.53% of planned and match at 79.41% of planned. Classroom training included CEP and class-sized groups.

The Billings Adult Basic Education (ABE) project, which had been at 12% of planned the first quarter, was able to recover from the lack of Job Service referrals by getting JTPA referrals from other JTPA referral agencies. Billings closed out at 66% of planned. Missoula ABE closed out at 97%; Great Falls ABE at 98%; Rick Mauer, World of Work (WOW) at 100%; Billings Job Service at 95%; Missoula WOW at 91%; Great Falls WOW at 92%; Flathead Valley Community College at 82%; and CEP at 61% of planned.

The Flathead Valley Community College WOW project had budgeted for rent but the local Job Service office has not yet billed for that cost.

OPI administration was below planned due to two factors. First, vacancy savings were generated when a long-term employee left to take employment elsewhere. Second, much of the JTPA administrative costs were covered with vocational education funds. The person assigned to administer JTPA during part of the year was less expensive than the executive assistant whose costs were first budgeted.

The Concentrated Employment Program (CEP) area had inadequate supportive service funds; therefore, the planned enrollments did not occur. This resulted in a 61% expenditure rate.



The confusion that resulted from the transition from CETA to JTPA was to a great extent similar to the confusion 10 years earlier with the transition from MDTA to CETA.

Coordination between VEA (Vocational Education Act) and JTPA was facilitated by dual memberships on committees and formal letters of agreement. The Assistant Superintendent of Vocational Education Services, Gene Christiaansen, served on the State Job Training Coordinating Council. The Department of Labor and Industry was represented on the Montana Vocational Education Planning Council by Wendy Keating, Manager of the Billings Job Service Office, West. Jim Whealon, Executive Assistant for Vocational Education Services, administers projects that are jointly funded by VEA and JTPA. The Assistant Superintendent and the Administrator of the Job Service and Training Division, Department of Labor and Industry, are both represented on the Montana SOICC (State Occupational Information Coordinating Committee). In addition, a staff member from each of the two agencies was represented on the TSC (Technical Steering Committee) to SOICC.

## SECTION II

### MEN AND WOMEN ENTERING INTO TRAINING AND EMPLOYMENT

#### SECONDARY

Montana has continued the VEDS (Vocational Education Data System) reporting during fiscal year 1984. The secondary data collected in 1984 was 100 percent compared with only a one-third sample from the previous year. The data did appear to have some sampling errors. The secondary enrollment sample error appeared to be in distributive education and trade and industry.

FY 83 Compared with FY 84--  
Secondary Enrollment by Sex

(+ represents percent increase)

PROGRAM	MALE	FEMALE
Agriculture		+2.1
Distributive		+ .1
Office Occupations	+1.5	
Occupational Home Economics		+9.8
Trades and Industry		+5.0
Industrial Arts		+1.5

Occupational Home Economics is a relatively small program within the state. Total enrollment in the fiscal year was only 238 students. A small change in number can have a large impact on the percentage.

The secondary completer data was also 100 percent. The percentage of male and female distribution of completers follows:



FY 84 Secondary Completers  
by Sex of Student

PROGRAM	MALE	FEMALE
Agriculture	91.6	8.4
Distributive	50.3	49.7
Office Occupations	16.7	83.3
Occupational Home Economics	27.8	72.2
Trades and Industry	95.5	4.5
Industrial Arts	95.2	4.8
Consumer Homemaking	29.5	70.5

The data shown above does not appear to differ greatly from FY 83.

POSTSECONDARY

The VEDS data collection system required "head count" for reporting. The State of Montana requires reporting by FTE (Full Time Equivalent). A comparison was made of the two systems using 1983 and 1984 data. The 1984 postsecondary vocational-technical center head count decreased by 29 individuals compared with 1983. The FY 84 FTE count decreased by 118 FTE compared with 1983. This is interpreted to be an increase in the number of part-time students. This has been confirmed by the various centers through tuition receipts.

The following is a summary of FY 84 vocational-technical center enrollments by head count:

FY 84 Vocational-Technical Center Enrollments  
Male--Female

PROGRAMS	MALE	FEMALE
Agriculture	91	4
Distributive	44	44
Office Occupations	310	1,237
Health Occupations	83	388
Occupational Home Economics	52	33
Technical	237	13
Trade and Industry	748	30
TOTAL	1,565	1,749

There did not appear to be much change in vocational program enrollment nor sex enrollment patterns in the various program offerings. The only noticeable change was a drop in the male trade and industrial programs. A partial explanation is an increase in the technical programs. Selected trade and industrial programs were upgraded to technical with a CIP code of 15.

The following is a summary of FY 84 vocational-technical center completers:

FY 84 Vocational-Technical Center Completers  
Male--Female

PROGRAM	MALE	FEMALE
Agriculture	23	3
Distributive	10	6
Office Occupations	45	292
Health Occupations	34	191
Occupational Home Economics	17	16
Technical	221	9
Trade and Industry	<u>253</u>	<u>5</u>
TOTAL	603	522

There does not appear to be a noticeable change in the completer pattern. In comparison with FY 84 there was a decline of 112 completers in FY 84. Since there has been a decline in FTE count, the decline in completers appears to be consistent.

### SECTION III

#### ACTIVITIES OF LOCAL ADVISORY COUNCILS

##### Local Advisory Councils

In fiscal year 1984, 31 secondary schools and five vocational-technical centers received on-site evaluations. The secondary evaluative instrument "An Evaluation for Vocational Education Programs in Montana" (VZ0383) was used at each site.

The summary of the secondary advisory committee evaluation items are:

<u>QUESTION</u>	<u>NA</u>	<u>YES</u>	<u>NO</u>	<u>NO ANSWER</u>
1. Is the organization and utilization of advisory committee members outlined in writing (board policy)?	--	7	23	1
2. Does the program evaluation have broad-based involvement (advisory committee, administration, teachers, students)?	--	13	17	--

Each district which has received a vocational education program evaluation is required to respond in writing to each recommendation. When the responses are returned, they are reviewed by the individual who made the recommendation. If the response was not adequate, a letter is sent to the district identifying the problem, response and necessary corrective action.

Districts have been responding that new policies addressing the utilization of advisory committees are being adopted by their boards.

Each of the five vocational-technical centers received at least a two-day on-site evaluation. On the average, the evaluation team was composed of 15 members. The team reviewed technical aspects of the program as well as administrative responsibilities in conformance with state and federal rules and regulations. There was observer representation from the Montana Advisory Council for Vocational Education at each of the sites.

In general, the vocational-technical centers evaluated were in compliance with the Vocational Education Act of 1963, as amended by Title II of the Educational Amendments of 1976, Public Law 94-482. Deficiencies noted were a lack of gender, labor, business and industry and minority representation on the various advisory committees.

The various advisory committees of the state nominated and selected a person to represent Montana at the Vocational Instruction Program Advisory Committee's meeting in Washington, D.C. This first national conference was held October 9-11, 1984. The Montana representative was Mr. Robin Street of Kalispell. Mr. Street had been an active member of the Flathead Vocational Agriculture Advisory Council for 12 years. He made many important contributions which advanced the vocational agriculture program in Flathead County.

During the school year 1983-84 the Advisory Committee for the Marketing Education program at the Billings Career Center assisted the program in various ways. Examples of their involvement were: 1) Serving as guest speakers in the classroom on marketing occupation competencies, i.e., job interview techniques, wholesaling; 2) providing their local business as a training laboratory for advertising and display techniques; and 3) serving as judges for competency-based events and also aided in the selection of judges for the 1984 State DECA Career Development Conference.

#### SECTION IV

##### PROJECTED ENROLLMENTS COMPARED WITH ACTUAL

###### SECONDARY

The Montana 1984 State Plan projected an enrollment of Average Number Belonging (ANB) of 26,085 secondary students. This was based on an expected increase of 3.7 percent in each vocational area. These numbers represent a duplicate count. For example, a student could be enrolled in both vocational agriculture and trades and industry. This student would be counted twice, thus a duplicate count. The actual FY 84 secondary vocational count was 24,422. Consequently, the Montana secondary vocational ANB enrollment was less than predicted.

Montana teachers and administrators attribute a decline in vocational enrollment to the nationwide emphasis on academic preparation. Many Montana school district boards increased the academic requirements for graduation. In addition, the Board of Regents for Higher Education recommended increased academic preparation for college entrance.

A portion of the secondary prediction was based on a verbal planned increase in two large Montana high school districts. The plan to upgrade selected courses to a state vocationally approved status did not happen.

POSTSECONDARY

The following is the predicted and actual FY 1984 enrollment projection:

FY 84 MONTANA VOCATIONAL-TECHNICAL CENTER  
ENROLLMENT PROJECTIONS AND ACTUAL (FTE)

<u>CIP</u>	<u>PROGRAM</u>	<u>PREDICTED*</u>	<u>ACTUAL</u>
01.0201	Agri Mechanics	68	62
03.0501	Forestry	31	31
06.1401	Midmanagement	104	47
07.0101	Acct/Bookkeeping	262	197
07.0301	Business D P	115	53
07.0302	Business Computer & Console Oper.	--	16
07.0303	Business Data Entry	128	110
07.0305	Business Data Prog.	63	55
07.0603	Executive Secretary	--	5
07.0604	Legal Secretary	49	71
07.0605	Medical Secretary	42	72
07.0606	Secretarial	119	31
07.0607	Steno	68	10
07.0608	Word Processing	52	38
07.0699	Secretarial and Related	--	39
07.0702	Clerk Typist	149	84
07.0705	General Office Clerk	--	26
07.0707	Receptionist	20	14
08.0102	Fashion Merch.	16	8
08.0705	Retailing	30	5
15.0201	Civil Technology	26	14
15.0302	Electrical Technology	--	48
15.0303	Electronic Technology	229	117
17.0101	Dental Assist.	19	42
17.0210	Resp. Therapy	42	63
17.0211	Surgical Technology	21	20
17.0602	Nurse Assisting	80	28
17.0605	Practical Nurse	238	256
20.0401	Food Prod., Mgmt., Ser.	15	2
20.0403	Chef/Cook	29	35
20.0406	Food Service	35	19
46.0201	Carpentry, Bldg. Trades	36	36
47.0105	Industrial Electronics	--	62
47.0201	Heat/Air Cond/Refrig.	34	48
47.0302	Heavy Equip. Maint.	22	46
47.0399	Industrial Equip. Maint. & Repair	--	4
47.0408	Watch Repair	6	9
47.0602	Aircraft Mech.	56	82
47.0603	Auto Body Repair	62	70
47.0604	Auto Mechanics	146	177
47.0605	Diesel Engine Mech.	40	38
47.0606	Small Engine Repair	38	32
47.0699	Vehicle & Mobile Equip. Mech.	57	35
48.0101	Drafting	43	53



<u>CIP</u>	<u>PROGRAM</u>	<u>PREDICTED*</u>	<u>ACTUAL</u>
48.0503	Machine Tool Oper.	52	33
48.0508	Welding	171	157
49.0202	Heavy Equip. Operator	<u>23</u>	<u>26</u>
	TOTAL	2,836	2,526

\* 1984 Montana State Plan pp. 7-2 and 7-3

The actual enrollment is less than projected. The reason for the lower Full Time Equivalent enrollment is because of the increase in part-time and adult students. A contributing factor of lower than anticipated enrollments may have been that people lack the financial resources to make a full-time commitment to vocational education.

The following is the projected and actual number of vocational-technical center program completers.

FY 84 VOCATIONAL-TECHNICAL CENTER  
PROJECTED\* AND ACTUAL COMPLETERS

<u>CIP</u>	<u>PROGRAM</u>	<u>PROJECTED</u>	<u>ACTUAL</u>
01	Agriculture	20	18
03	Renewable Natural Resources	18	8
07	Business and Management	14	13
06	Business and Office	578	337
08	Marketing and Distribution	32	3
15	Engineering-Related Technology	92	25
17	Allied Health	234	225
20	Vocational Home Economics	58	33
46	Construction Trades	23	10
47	Mechanics and Repairers	304	309
48	Precision and Production	204	127
49	Transportation & Material Moving	<u>18</u>	<u>17</u>
	TOTAL	1,595	1,125

\* 1984 Montana State Plan pp. 7-4 and 7-5

Many of the same reasons previously mentioned for the decline in vocational-technical enrollment also apply to the decline in the number of actual completers. It is noted that the decline in the number of completers in Business and Office was most severe. A primary reason for the decrease was that students accepted employment prior to obtaining completer status.

The Montana University System administers vocational offerings in the three community colleges. The colleges are located in Glendive, Kalispell and Miles City. One of the four-year collegiate institutions, namely Northern Montana College, offers two-year vocational programs.

SECTION V  
MONTANA VOCATIONAL EDUCATION--INSTITUTIONS AND FUNDING

INTRODUCTION

In fiscal year 1984, Montana had 169 high school districts. Of this number, 125 high schools had state-approved vocational education programs. There are five vocational-technical centers located in Billings, Butte, Great Falls, Helena and Missoula. The Superintendent of Public Instruction has selective regulatory control over the high schools and center vocational programs.

The Montana State Occupational Information Coordinating Committee (SOICC) prepared the Montana Supply/Demand Report second edition, September 1984. The supply portion lists the above-named institutions as well as the supply produced by proprietary schools, vocational rehabilitation, Job Training Partnership Act (JTPA) and Job Corps. The number of persons vocationally trained each year is indicated by Classification of Instruction Program (CIP).

SECONDARY

Projected and actual vocational expenditures are shown below. The expenditures for FY 1984 are separated by the two-digit CIP code.

FY 84 SECONDARY FEDERAL AND STATE AND LOCAL PREDICTED  
AND ACTUAL EXPENDITURES--CIP CODE

CIP	PROGRAM	STATE AND LOCAL	
		PREDICTED	ACTUAL
		FY 84	FY 84
01	Agribusiness & Agr. Prod.	2,177,834	2,285,925
03	Renewable Natural Resources	56,466	63,985
07	Business and Office	3,303,544	3,480,868
08	Marketing & Distribution	401,957	449,656
20	Vocational Home Economics	3,001,112	3,283,180
21	Industrial Arts	1,498,291	2,047,443
46-48	Trades and Industry	2,677,857	2,836,607
		<u>13,117,061</u>	<u>14,447,664</u>
		<u>FEDERAL</u>	
20	Vocational Home Economics	108,473	98,707

POSTSECONDARY

The following represents predicted and actual expenditures for the five vocational-technical centers in Montana. Federal and state/local expenditures are identified by two-digit CIP.

FY 84 PREDICTED\* AND ACTUAL--FEDERAL AND ACTUAL  
FEDERAL AND STATE/LOCAL EXPENDITURES FOR THE  
FIVE VOCATIONAL-TECHNICAL CENTERS

CIP	PROGRAM	PREDICTED		ACTUAL	
		Federal	State/Local	Federal	State/Local
01		--	129,895		395,003.19
03		--	89,652		
06		60,518	211,036	60,518	78,966.51**
07		670,750	2,976,197	670,750	1,875,874.63
08		19,400	110,982	19,400	
15		201,402	434,095	201,402	341,277.13
17		57,927	863,687	57,927	1,371,719.71
20		44,700	176,122	44,700	151,587.60
46		29,628	82,800	29,628)	
47		19,740	1,315,797	19,740)	2,889,649.23
48		10,000	822,410	10,000)	
49		64,592	107,400	64,592)	
	TOTAL	1,178,777	7,320,073***	1,178,657	7,094,078.00***

\* FY 84 State Plan pp. 11-10 to 11-14.

\*\* Summary CIP numbers 06 and 08

\*\*\* Includes administration, plant, instruction and equipment. Excludes local additional mill levy amounts.



## SECTION VI

### USES OF FUNDS

#### PERCENTAGES

The actual expenditures to mid-May 1985 will not meet all the required percentages. The funds are obligated and the required percentages will be attained by September 30, 1985.

State/local funds equal or exceed 50 percent of annual plan expenditures for Section 102(a) activities on a statewide basis.

State/local funds totaled 14,646,144 which exceeded the federal funds of \$2,692,387.

At least 10 percent of allotments under Section 102(a) is expended for handicapped persons.

The actual expenditure exceeded the required percentage.

At least 20 percent of allotments under Section 102(a) is expended for programs for disadvantaged persons, including limited English speaking persons.

The actual expenditure exceeded the required percentage.

At least 15 percent of allotment under Section 102(a) is expended for postsecondary and adult programs.

The actual expenditure exceeded the required percentage.

No less than \$50,000 shall be expended from funds available under Section 120 of the Act for support of full-time personnel to perform functions relating to sex bias and sex discrimination.

The actual expenditure exceeded the required percentage.

At least 20 percent of the federal funds under Section 130 shall be expended for vocational guidance and counseling.

The actual expenditure exceeded the requirement.

A state shall use at least one-third of funds available for programs of Section 150 to pay up to 90 percent of the cost of programs in economically depressed areas.

The actual expenditure met the requirement.

#### MATCH

The state and local match shown below is based on May 1985 data. Most of the projects have been closed; consequently, the state has the certified expenditure reports on local match. The state/local match exceeded the federal expenditure.

<u>PROGRAM AREA</u>	<u>STATE/LOCAL</u>	<u>FEDERAL</u>
Disadvantaged 120	673,096	399,524
Disadvantaged 130	149,192	58,621
Handicapped 120	399,898	221,719
Handicapped 130	59,315	36,084
Limited-English Speaking	12,565	5,690
State Administration	306,678	318,593

It appears that the state does not meet the match requirements for State Administration; however, the \$50,000 of federal funds for sex bias does not require a match, thus the match was exceeded. In all the other program areas listed above, the state/local match exceeded the federal requirement.

#### MAINTENANCE OF EFFORT

The Montana maintenance of effort is determined on a statewide basis. In fiscal year 1983, state and local expenditures were \$14,406,333.--. The fiscal year 1984 state and local expenditures were \$14,646,144.--; consequently, Montana did maintain effort on a statewide basis. During the fiscal year, some 1984 program improvement projects used state and local money from 1983 fund sources.

The following table shows state and local expenditures used to calculate fiscal year 1984 Maintenance of Effort.

1984 ACCOUNTABILITY REPORT  
STATE & LOCAL EXPENDITURES  
SOURCE: FINANCIAL STATUS REPORTS

	1983 Funds	1984 Funds	Total
120 Dis F-T	407,553	160,261 <sup>1</sup>	567,814
120 Hcp F-T	285,908	109,409	395,317
Apprenticeship	45,199	454,921	501,120
New/Emerging	-0-	-0-	-0-
Disp Hmkr	288	9,319	9,607
Secondary	-0-	4,500,000	4,500,000
Postsecondary	-0-	6,732,353 <sup>2</sup>	6,732,353
Administration	7,020	191,228	198,248
Total 120	746,968	12,157,491	12,904,459
130 Dis	36,069	47,313	83,382
130 Hcp	37,612	13,748	51,360
130 Guidance	-0-	-0-	-0-
130 Exemplary	-0-	-0-	-0-
130 Research	6,739	38,097	44,837
130 Curriculum Replacement	64	578	642
130 Teacher Development	-0-	16,153	16,153
Administration	4,986	39,057	44,043
Total 130	85,470	154,947	240,417
140 Special Needs	11,268	-0-	11,268
150 Consumer Homemaker	-0-	1,500,000	1,500,000
TOTAL	843,706	13,812,438	14,646,144

<sup>1</sup> Includes 12,565 LESA Project

<sup>2</sup> State appropriation and local mill levy and others excluding tuition.

## Subpart Use of Funds

The next four tables show FY-84 expenditures. It is possible that these reported expenditures could change slightly when compared with the final fiscal year 1984 "Financial Status Report." The fiscal year 1984 funds can be expended until September 30, 1985.

FLOW-THROUGH EXPENDITURE AND STATE AND FEDERAL FUNDS FOR ADMINISTRATIVE SOURCE:  
FY 1984

SBAS 662 Statement  
FYE 83  
FYE 84

		FY 84 ACTVY	STATE AMIN. FUNDS	ADMIN. FUNDS	FEDERAL
120	APPRENTICESHIP				
	6322	664.63			
	6323	24232.59			
	6324	41842.06			
	TOTAL:	66739.28			
120	NEW & EMERGING				
	6332	17462.72			
	6333	499.53			
	6334	-0-			
	TOTAL:	17962.25			
120	DISP. HOMEMAKER				
	6272	-0-			
	2273	5608.01			
	6274	7125.00			
	TOTAL:	12733.01			
120	POSTSECONDARY				
	60022	-0-			
	60023	-0-			
	60024	1178657.00			
	TOTAL:	1178657.00			
120	DISADVANTAGED				
	60032	175657.57	20000.00		27020
	60033	302021.82			
	60034	97501.84			
	TOTAL:	575181.23			
120	HANDICAPPED		15000.00		15000
	60042	33816.54			
	60043	169652.98			
	60044	52066.15			
	TOTAL:	255535.67			
120	SEX BIAS				57516
130	DISADVANTAGED				
	6202	18426.71			4986
	6203	47652.50			
	6204	10968.43			
	TOTAL:	77047.64			
130	HANDICAPPED				
	6192	3825.60			
	6193	29655.34			
	6194	6428.63			
	TOTAL:	39909.57			

130	GUIDANCE			
	60062	8474.83		
	60063	51362.62		
	60064	26454.86		
	TOTAL:	86232.31		1969
120	STATE ADMINISTRATION		156228.00	156228
130	STATE ADMINISTRATION		39057.00	39057
130	EXEMPLARY			
	6222	-0-		
	6223	1416.50		
	6224	12853.50		
	TOTAL:	14270.00		1017
130	CURRICULUM			
	6232	-0-		
	6233	3827.56		
	6234	19269.15		
	TOTAL:	23096.71		
130	TEACHER DEVELOPMENT			
	6242	-0-		
	6243	10510.64		
	6244	48406.50		
	TOTAL:	58917.14		1075
130	RESEARCH			
	6252	-0-		
	6253	6874.00		
	6254	22288.65		
	TOTAL:	29162.65		3560
SECTION 140				
	60072	-0-		
	60073	34629.00		
	60074	4064.25		
	TOTAL:	38693.25		
SECTION 150				
	60082	-0-		
	60083	108473.00		
	60084	-0-		
	TOTAL:	108473.00		21675
SECTION 102d PLANNING			76393.00	13647
GRAND TOTAL:	2582610.71	306678.00*		342750*

\*Source Director of Budgeting & Accounting--includes carryover

## SECONDARY FEDERAL EXPENDITURES

<u>School Name</u>	<u>120</u>	<u>130</u>	<u>140</u>	<u>150</u>	Depressed <u>150</u>
Absarokee	6,514.50			364.00	
Alberton					
Anaconda	33,048.00				4,347.00
Arlee					
Augusta					
Baker				367.00	
Beaverhead Co.				875.00	
Belgrade				659.00	
Belt				746.00	
Big Sandy				271.00	
Bigfork				1,572.00	
Billings					
Blue Sky (Rudyard)				865.00	
Box Elder					
Bozeman				2,023.00	
Bridger				231.00	
Broadview				287.00	
Broadwater Co.				518.00	
Browning					3,771.00
Butte	11,844.00				
Carter Co.				1,460.00	
Cascade				1,781.00	
Centerville				202.00	
Charlo					
Chinook				655.00	
Choteau				297.00	
Circle				1,101.00	
Clyde Park				104.00	
Colstrip				164.00	
Columbia Falls					
Columbus				370.00	
Conrad				486.00	
Corvallis					3,300.00
Culbertson				214.00	
Custer Co.				369.00	
Cut Bank				626.00	
Dawson Co.				549.00	
Denton				710.00	
Fairfield				568.00	
Fairview				154.00	
Fergus (Lewistown)				784.00	
Flathead	18,754.41				12,866.00
Florence-Carlton	5,511.00				
Forsyth				414.00	
Fort Benton				152.00	
Fromberg				451.00	
Garfield Co.	3,696.40			630.00	
Glasgow				685.00	
Great Falls		31,646.00		3,317.00	
Hamilton				1,435.00	
Hardin				1,105.00	
Harlem				1,657.00	
Harlowton				968.00	



TABLE III.2 (cont.)

<u>School Name</u>	<u>120</u>	<u>130</u>	<u>140</u>	<u>150</u>	Depressed <u>150</u>
Havre				1,081.00	
Hays-Lodge Pole			46,268.00		
Helena	34,178.00			4,606.00	
Hinsdale				154.00	
Hobson				193.00	
Hot Springs				360.00	
Huntley Project				606.00	
Jefferson Co.				1,048.00	
Joplin Inverness				409.00	
Laurel				810.00	
Libby				1,790.00	
Lincoln Co.	1,079.88				3,313.00
Lodge Grass				586.00	
Malta				948.00	
Manhattan	2,375.95			626.00	
Medicine Lake				152.00	
Melstone				273.00	
Missoula Co.	6,233.02			8,631.00	
Moore					
Nashua				922.00	
Opheim				1,355.00	
Park City				308.00	
Park (Livingston)	8,399.82			1,423.00	
Plentywood				243.00	
Plevna				127.00	
Polson				890.00	
Powder River Co.				398.00	
Powell Co.				1,287.00	
Red Lodge				386.00	
Ronan				1,091.00	
Rosebud				358.00	
Roundup				304.00	
Scobey				241.00	
Shelby				979.00	
Shepherd				377.00	
Sheridan				438.00	
Sidney				379.00	
Simms				463.00	
St. Ignatius					
Stevensville					2,881.00
Sunburst				140.00	
Sweet Grass Co.				485.00	
Three Forks				948.00	
Troy				1,746.00	
Twin Bridges				1,023.00	
Victor				387.00	
Westby				177.00	
White Sulphur				694.00	
Whitefish	18,616.33				5,676.00
Whitehall				1,008.00	
Wibaux				514.00	
Wolf Point				769.00	
TOTAL				72,319.00	36,154.00



# 1984 VO-TECH EXPENDITURES

	<u>BILLINGS</u>	<u>BUTTE</u>	<u>GREAT FALLS</u>	<u>HELENA</u>	<u>MISSOULA</u>	<u>TOTAL</u>
GENERAL FUND	707428.28	620886.44	484964.18	1249971.36	1281632.66	4444882.92
COAL TAX	117930.00	79736.00	182652.00	117931.00	117931.00	616180.00
CO. MILLAGE	302993.00	77283.00	143931.00	87682.00	211861.75	823750.75
TUITION	242819.93	178695.00	241065.00	343530.00	297000.00	1303109.93
FEDERAL	167369.00	261190.00	247754.00	281228.00	221116.00	1178657.00
ADDITIONAL MILLAGE	140000.00	125000.00	135000.00	149690.00	297854.00	847544.00
TOTAL:	1678540.21	1342790.44	1535366.18	2230032.36	2427395.41	9214124.60
101 Administration	104395.50	97144.00	87260.21	182159.96	189655.39	660615.06
401 Student Services	114627.45	173201.33	121265.60	129007.91	204584.93	742687.22
601 Plant Oper.	252497.10	99110.68	180566.67	290256.45	298021.68	1120452.58
2100 Instr. Support	93289.03	93043.23	126123.70	168641.17	151186.68	632283.81
2200 Multi Media	16597.76	1989.02	57593.70		76403.87	152584.35
700 Capital Projects				13329.24		13329.24
10000 Agriculture	33147.71			121833.23	141179.74	296160.68
17000 Health	125759.94	163838.04	287114.48	91673.33	284472.77	952858.56
20000 Home Econ.	71218.37				59918.05	131136.42
40000 Trades & Ind.	596552.33	320946.49	133996.88	556928.23	342036.58	1950460.51
60000 Management	38267.24	26136.31				64403.55
70000 Office	204329.36	254260.72	319426.56	312870.82	493276.63	1584164.09
15000 Technical		127147.89		208352.05		335499.94
23000 Gen. Education			51850.65			51850.65
32000 Basic Skills			97312.24		93653.22	190965.46
80000 Distributive					35252.62	35252.62
1100 Equipment	27858.42	12109.04	46719.18	15979.97	57753.25	299419.86
TOTAL:	1678540.21	1342790.44	1535366.18	2230032.36	2427395.41	9214124.60

The following three tables reflect planned vs. actual expenditures for apprenticeship and program improvement.

MONTANA APPRENTICESHIP PROGRAMS FISCAL YEAR 1984

LOCATION	CIP	M	F	PROGRAM	HOURS	ACTUAL	PROPOSED	ACTUAL	LOCAL
BILLINGS	46.9999	21	0	IRONWORKERS	432	320	3443.00	2732.80	37534.00
	46.0503	28	3	PLUMB & PIPEFITTING	432	1080	3443.00	3689.28	116571.00
	46.0201	25	1	CARPENTRY	288	288	2295.00	2459.52	23712.00
	46.0201	0	0	ELECTRICIANS*	432	0	3443.00	0.00	0.00
	48.0505	23	0	SHEET METAL	432	750	2295.00	3689.28	48589.00
BUTTE	48.0506	6	0	SHEET METAL	144	144	1147.00	1229.76	3433.00
	46.9999	30	0	IRONWORKERS	288	432	2295.00	3689.28	46096.29
	48.0503	11	1	MACHINIST	144	144	1147.00	1229.76	2008.00
	46.0302	8	0	ELECTRICIANS	144	144	1147.00	1229.76	3319.00
GREAT FALLS	48.0506	3	0	SHEET METAL	144	198	1147.00	1229.76	10838.00
	46.0408	6	0	PAINTERS	144	144	1147.00	1229.76	5584.00
	46.0503	14	2	PLUMBING & PIPEFITTING	432	480	3443.00	3689.28	29823.00
	48.0503	4	0	MACHINISTS	90	36	1147.00	307.44	1523.00
	47.0604	0	0	AUTO MECHANICS*	83	0	1147.00	0.00	0.00
	46.0302	8	0	ELECTRICIANS	144	152	1147.00	1229.76	72985.00
	47.0603	12	0	AUTO BODY MECHANICS	83	24		204.96	1282.00
	49.0202	26	6	HEAVY EQUIP OPERATORS	432	3480	3443.00	3689.28	48659.00
	46.0201	38	2	CARPENTRY	1152	1575	11764.00	9838.08	41938.00
HELENA	46.0302	5	1	ELECTRICIANS	144	144	1147.00	1229.76	6307.00
	46.0408	5	1	PAINTERS	120	60	1024.80	493.20	1045.01
	47.0603	12	0	AUTO BODY & MECHANICS	60	48	512.40	409.92	1604.00
MILES CITY	47.0501	45	4	POWER PLANT OPERATOR	432	739	3443.00	3689.28	17940.00
	47.9999	18	4	POWER PLANT MECHANIC	432	437	3443.00	3689.28	11050.00
MISSOULA	46.0302	7	0	ELECTRICIAN	144	144	1147.00	1229.76	914.00
	48.0506	7	0	SHEET METAL	144	141	1147.00	1204.14	1743.00
	46.0503	12	0	PLUMBING & PIPEFITTING	144	216	1147.00	1229.76	3209.00
SALISH-KOOTENAI	46.0201	4	0	CARPENTRY	144	300	1147.00	1229.76	21029.00
		378	25		7204	11620	59198.20	55772.62	558735.30

\*Dropped

FY 1984--120 DISADVANTAGED

<u>PROJECT #</u>	<u>SCHOOL</u>	<u>PROPOSED</u>		<u>ACTUAL</u>	
		<u>Federal</u>	<u>Match</u>	<u>Federal</u>	<u>Match</u>
D241	University of Montana	9842	--	9842	--
D243	Butte Vo-Tech Center	9898	9898	9898	10050
D244	Hellgate H.S. (LEP)	6245	13856	6233	12565
D245	Blackfeet Comm. College	28689	32139	30063	58752
D246	Butte Vo-Tech Center	57054	103050	56978	103050
D247	Missoula Vo-Tech Center	29945	44594	30495	46871
D248	Pine Hills	14103	79381	13703	79381
D249	Salish-Kootenai	45488	46341	44924	47271
D252	YMCA Great Falls	9236	6930	4292	6213
D255	Absarokee H.S.	8686	8686	6515	8686
D256	Helena Industries	22500	22500	22500	24644
D264	Butte Vo-Tech Center	15544	16624	15544	16624
		257230	383999	250987	414107

FY 1984--120 HANDICAPPED

<u>PROJECT #</u>	<u>SCHOOL</u>	<u>PROPOSED</u>		<u>ACTUAL</u>	
		<u>Federal</u>	<u>Match</u>	<u>Federal</u>	<u>Match</u>
H231	Garfield H.S.	3696	16241	3696	72455
H233	Kalispell H.S.	16100	17526	15362	17526
H234	Northcentral Living Center	46603	97956	46271	79679
H235	Anaconda H.S.	34994	38029	33048	38029
H236	Helena H.S.	34178	48760	34178	48760
H239	Lincoln Co. H.S.	1100	1100	1072	1100
H240	Livingston H.S.	8478	13523	8400	13523
H241	Whitefish H.S.	20660	20660	18616	20660
H242	Manhattan H.S.	2376	2368	2375	2368
H243	Kalispell H.S.	3430	14036	3393	9416
H244	Florence-Carlton H.S.	5702	5702	5511	5511
H245	Butte H.S.	11844	11844	11844	11844
H247	Helena Vo-Tech Center	56837	56837	47005	47004
H248	Helena H.S.	6842	8725	5947	8725
H249	Great Falls Vo-Tech Center	485	1081	56	441
		253325	354388	236774	377041

<u>PROJECT #</u>	<u>SCHOOL</u>	<u>PROPOSED</u>		<u>ACTUAL</u>	
		<u>Federal</u>	<u>Match</u>	<u>Federal</u>	<u>Match</u>
DH 02B	Flathead V.C.C.	10000	10000	9500	9607.66

FY 1984--130 DISADVANTAGED

<u>PROJECT #</u>	<u>SCHOOL</u>	<u>PROPOSED</u>		<u>ACTUAL</u>	
		<u>Federal</u>	<u>Match</u>	<u>Federal</u>	<u>Match</u>
D312	Montana State Univ.	15293	15293	15293	15792
D314	Montana State Prison	74660	79339	61856	67590
		89953	94632	77149	83392

FY 1984--130 HANDICAPPED

<u>PROJECT #</u>	<u>SCHOOL</u>	<u>PROPOSED</u>		<u>ACTUAL</u>	
		<u>Federal</u>	<u>Match</u>	<u>Federal</u>	<u>Match</u>
H321	Montana State Univ.	16121	16121	15401	19388
H322	Great Falls H.S.	31667	31972	31646	31972
		47788	48093	47047	51360

FY 1984--SPECIAL DISADVANTAGED

<u>PROJECT #</u>	<u>SCHOOL</u>	<u>PROPOSED</u>		<u>ACTUAL</u>	
		<u>Federal</u>	<u>Match</u>	<u>Federal</u>	<u>Match</u>
SD04		36756		36754.54	36404.54*

\* match not required

PROJECTS REPORT FOR FY 84

PROJECT NUMBER	SCHOOL	PROJECT DIRECTOR	CURRICULUM		ACTUAL FEDERAL	FINAL FIN MATCH RPT
			PLANNED FEDERAL	PLANNED LOCAL		
84-0702-05-23-16-C613	GREAT FALLS HIGH	JOSEPHINE SLAYMAKER	4400.79	0.00	3681.96	0.00 Y
84-5703-05-23-16-C614	MONTANA STATE UNIV.	RON HARRIS	4965.00	0.00	4965.00	0.00 Y
84-5703-05-23-17-C618	MONTANA STATE UNIV.	DOUG POLETTE	5000.00	0.00	5000.00	0.00 Y
84-5703-05-23-21-C615	MONTANA STATE UNIV.	ANGELINA PARSONS	8000.00	4000.00	7561.58	3759.40 Y
84-5703-05-23-22-C616	MONTANA STATE UNIV.	MAX AMBERSON	2000.00	2000.00	1610.32	0.00 Y
84-5703-05-23-22-C617	MONTANA STATE UNIV.	MAX AMBERSON	3000.00	3000.00	2888.74	641.94 Y
84-6101-05-23-17-C619	GREAT FALLS VO-TECH	LORAN FRAZIER	2512.50	0.00	3256.96	0.00 Y
** TOTAL **			29878.29	9000.00	28964.56	4401.34
PROJECT NUMBER	SCHOOL	PROJECT DIRECTOR	DISPLACED HOMEMAKER		ACTUAL FEDERAL	FINAL FIN MATCH RPT
			PLANNED FEDERAL	PLANNED LOCAL		
84-5802-01-27-18-DH028	FLATHEAD VALLEY CC		9500.00	11550.00	9500.00	12065.54 Y
PROJECT NUMBER	SCHOOL	PROJECT DIRECTOR	EXEMPLARY		ACTUAL FEDERAL	FINAL FIN MATCH RPT
			PLANNED FEDERAL	PLANNED LOCAL		
84-2502-05-22-16-E505	HELENA PUBLIC SCHOOL	HOLMES & DORRANCE	9138.00	10044.00	9138.00	0.00 Y
84-5704-05-22-16-E504	UNIVER. OF MONTANA	WILLIAM PATTON	8000.00	11860.00	7524.37	0.00 Y
** TOTAL **			17138.00	21904.00	16662.37	0.00



PROJECT NUMBER	SCHOOL	PROJECT DIRECTOR	GUIDANCE		ACTUAL FEDERAL	FINAL FIN MATCH RPT
			PLANNED FEDERAL	PLANNED LOCAL		
84-6101-06-21-17-G725	GREAT FALLS VO-TECH	JAMES WHOOLEY	3878.95	0.00	3878.95	0.00 Y
84-6102-06-21-17-G716	HELENA VO-TECH	ALEX CAPDEVILLE	9631.00	0.00	9631.00	0.00 Y
84-6102-06-21-17-G717	HELENA VO-TECH	ALEX CAPDEVILLE	17137.50	0.00	10360.38	0.00 Y
84-6102-06-21-17-G720	HELENA VO-TECH	CAROLYN MILLER	4800.00	0.00	4630.88	0.00 Y
84-6102-06-21-17-G722	HELENA VO-TECH	CHARLIE STALNAKER	2000.00	0.00	2000.00	0.00 Y
84-6103-06-21-17-G718	MISSOULA VO-TECH	DENNIS LERUM	12212.00	0.00	10420.75	0.00 Y
84-6103-06-21-17-G724	MISSOULA VO-TECH	GEORGE MARTIN	6871.00	0.00	6433.02	0.00 Y
84-6105-06-21-17-G723	BILLINGS VO-TECH	JEFF DIETZ	3000.00	1000.00	0.00	0.00 N*
84-6250-06-21-17-G719	MONT. CAREER INFO SY	SUMYYAH BILAL	36582.00	36582.00	36582.00	0.00 Y
84-6253-06-21-17-G721	SOICC	BOB ARNOLD	4165.00	0.00	4165.00	0.00 Y
** TOTAL **			100277.45	37582.00	88101.98	0.00
PROJECT NUMBER	SCHOOL	PROJECT DIRECTOR	RESEARCH		ACTUAL FEDERAL	FINAL FIN MATCH RPT
			PLANNED FEDERAL	PLANNED LOCAL		
306	ECON. CONSULT. NW	LINDA PRIEST	0.00	0.00	1176.00	0.00 Y
306	ECON. CONSULT. NW	BRUCE FILLIE	4980.00	0.00	4980.00	0.00 Y
84-5703-05-25-17-R412	MONTANA STATE UNIV.	DAN HERTZ	5000.00	5000.00	4795.54	0.00 Y
84-5703-05-25-22-R413	MONTANA STATE UNIV.	DOUGLAS BISHOP	6500.00	6500.00	6448.05	9613.40 Y
84-5703-05-25-22-R414	MONTANA STATE UNIV.	VAN SHELHAMER	2000.00	2000.00	1946.53	2686.07 Y
84-5703-05-25-22-R415	MONTANA STATE UNIV.	MAX AMBERSON	10000.00	21419.00	9647.31	32537.71 Y
84-6268-05-25-22-R416	ECO NORTHWEST, LTD.	RICHARD DODGE	11340.50	0.00	11340.50	0.00 Y
**TOTAL **			39820.50	34919.00	40333.93	44837.18
PROJECT NUMBER	SCHOOL	PROJECT DIRECTOR	TEACHER DEVELOPMENT		ACTUAL FEDERAL	FINAL FIN MATCH RPT
			PLANNED FEDERAL	PLANNED LOCAL		
84-5703-05-24-21-T849	MONTANA STATE UNIV.	ANGELINA PARSONS	5000.00	3759.00	5000.00	4952.31 Y
84-5703-05-24-21-T851	MONTANA STATE UNIV.	DOUGLAS BISHOP	2500.00	2500.00	2456.41	2200.96 Y
84-5703-05-24-21-T852	MONTANA STATE UNIV.	DOUGLAS BISHOP	2000.00	2000.00	1974.55	1999.98 Y
84-5703-05-24-22-T853	MONTANA STATE UNIV.	VAN SHELHAMER	7000.00	7000.00	6611.76	12046.00 Y
84-5703-05-24-22-T857	MONTANA STATE UNIV.	RON HARRIS	5952.00	0.00	5950.23	0.00 Y
84-5703-05-24-22-T858	MONTANA STATE UNIV.	REDINA BERSCHIED	2462.00	0.00	2462.00	0.00 Y
84-5704-05-24-21-T850	UNIV. OF MONTANA	CHRIS SOUTHERS	5000.00	0.00	5000.00	0.00 Y
84-5704-05-24-21-T859	UNIV. OF MONTANA	CHRIS SOUTHERS	9000.00	0.00	8573.27	7789.04 Y
84-5704-05-24-22-T856	UNIV. OF MONTANA	WILLIAM PATTON	4000.00	0.00	3942.17	0.00 Y
84-5705-05-24-22-T854	NORTHERN MONTANA COL.	DAVID WATKINS	7000.00	0.00	2232.18	0.00 Y
84-5705-05-24-22-T855	NORTHERN MONTANA COL.	A. W. KORB	26763.91	0.00	26504.13	0.00 Y
** TOTAL **			76677.91	15259.00	70706.70	28988.29

1 The final narrative and/or products are on file with the Department of Vocational Education Services  
 \* Project was cancelled.



## SECTION VII EVALUATION

### LOCAL PLANNING

The Montana Office of Public Instruction has a toll free telephone number to give technical assistance to teachers, administrators and others in this sparsely populated state. Much of the technical assistance is given to help local secondary and postsecondary planning efforts. An attempt was made to classify the telephone logs of eight of the nine vocational specialists within the Department of Vocational Education Services. A summary of the telephone calls made as a direct response to incoming calls follows.

#### CATEGORICAL SUMMARY FY 84 TELEPHONE CALLS RETURNED TO TEACHERS, ADMINISTRATORS AND OTHERS

<u>Subject Matter</u>	<u>Youth</u>	<u>OCR</u> <sup>1</sup>	<u>Other Regulatory</u> <sup>2</sup>	<u>Other Services</u>	<u>CETA/ JTPA</u>
1,000	684	18	495	498	242
1	Office of Civil Rights				
2	Teacher certification, accreditation, and state administration rules.				

During fiscal year 1984, 31 secondary schools and five postsecondary vocational-technical centers received on-site evaluations. These evaluations provided an opportunity to give technical assistance with board policies, planning and operations.

### STUDENT ACHIEVEMENT

Montana does not have a statewide competency-testing program. The various youth groups associated with the vocational programs do have standardized tests.

The youth group DECA (Distributive Education Programs of America) does have a series of tests operated as state contests. The Montana Association of DECA met in Billings on April 9-11, 1984. The event was titled "State DECA Career Development Conference," with 260 students attending. At this conference students took nationally developed, competency-based tests. Student performance is shown below:

# OCCUPATIONAL CATEGORY--APPAREL AND ACCESSORIES

Instructional Area	Number of Students	Mean	Standard Deviation
Product & Service Technology	52	51.25	6.23
Display	43	72.86*	14.25
Human Relations	48	65.65*	20.95

# OCCUPATIONAL CATEGORY--RESTAURANT MARKETING/MGMT

Instructional Area	Number of Students	Mean	Standard Deviation
Product & Service Technology	43	59.84	6.23
Human Relations	43	69.81*	14.89
Selling	42	57.79	17.12

\* Mean exceeds DECA Normative Standard.

During fiscal year 1984, Montana State University administered the following vocational agriculture district tests:

General Agriculture	525	participants
Farm Management	350	participants
Parliamentary Procedure	575	participants
Agriculture Mechanics	345	participants
FFA	575	participants
Grain Grading & Seed Analysis	325	participants

On the state level, Montana State University administered the following vocational agriculture tests:

Farm Management	220	participants
Livestock	394	participants
Agriculture Mechanics	169	participants
Agronomy	167	participants

The 1984 Montana VICA Skill Olympics was held in Havre April 16-18, 1984. Thirty-three secondary students took the 100-item written VICA Auto Mechanics Contest. The mean score on this nationally developed test was 68.9 with a standard deviation of 6.51. Fifteen postsecondary students took the same test. Their mean score was 77.9 with a standard deviation of 4.55.

There appears to be a uniform acceptance of the teacher-developed Business Education Curriculum Guidelines which lists competencies to be mastered. The Montana Office Education Association has competitive events at its State Leadership Conference. Many of the competencies tested were selected from the guidelines. In 1984, 264 students participated in the conference.

Twenty-eight students from Montana attended the national meeting of Office Education Association. Eight of these students placed in the top twenty, and one, Paula Barnhorst of Cascade, placed third in Typing and Related III.

The secondary Home Ec programs in Montana do not have standardized competency tests. The Montana Association of Future Homemakers of America conducted 15 proficiency contests at its State Leadership Conference March 25-27, 1985. A total of 621 students participated in the events, with each student being limited to one individual and one team event. One student per event may enter national competition if they score 98 percent or above on the state examination.

### SPECIAL POPULATIONS

During FY 84, disadvantaged funds supported 13 projects. The target population for three of these projects was displaced homemakers. Two projects were located at Indian community colleges, two at postsecondary vocational-technical centers and two served incarcerated youth and adults. The remaining projects were located within the secondary schools. Southeast Asian secondary high school students were served by the Limited English Speaking project. The funds served the needs of 653 secondary students, 94 incarcerated persons and 1,384 Job Training and Partnership Act certified trainees.

A Special Disadvantaged Program was funded at a school located on an Indian reservation. The main occupation in this isolated area was ranching; however, there was no vocational agricultural program. During the second year of program operation, an active FFA Chapter was incorporated within the vocational offering.

Handicapped funds supported 17 programs which served 371 handicapped students. There was a variety of secondary and postsecondary projects. One was a secondary trade and industrial project which provided teacher aides and inservice training for staff. As a result, 52 students from resource and self-contained classrooms were mainstreamed. A secondary benefit of this program was increased coordination and cooperation between special education and vocational education staff.

Another handicapped program of merit was titled "Restaurant Skills Vocational Program" (RSVP). In this Flathead High School program, nine of 11 students met their IEP (Individual Education Program) and community placement goals. The next two paragraphs are taken from the RSVP report.

A new dimension was added to the RSVP program this year, with RSVP students planning for and operating a lunchtime restaurant for Flathead High students and staff. This experience provided the "pressure" and customer contact that our advisory board felt lacking in the previous year. After an eight-week training session, students were placed on a three-week job area rotation. The school restaurant setting was an invaluable training situation while providing good food and a pleasant atmosphere to its 4,800 customers during the seven months of operation. Comments received throughout the year from both students and faculty were very positive and expressed the hope that we would be open again "next year."

Several advisory board members were instrumental in helping to develop new training experiences. With the guidance of Mr. Mike McFadden, chef at Diamond Lil's Restaurant, RSVP students planned, prepared and served a gourmet holiday dinner to our school board in December. This spring, Mr. Brian Hugh, manager at Wendy's, invited the class to be his "crew" for a lunchtime. Students were briefly trained by several of his staff, then "took over" for the duration of the lunch rush. The work experience was a real "eye opener" for all involved and two students were offered jobs as a result.

## EVALUATION FOR PROGRAM IMPROVEMENT

In fiscal year 1984, 31 secondary schools received on-site evaluations. One of the evaluative instruments used is titled "An Evaluation for Vocational Education Programs in Montana." This 33-item instrument and specific subject matter instruments were used at each site. At the conclusion of the on-site evaluation, an exit conference was held with the school's administrators, vocational teachers, and advisory committee members. At the conference, information was shared and technical assistance to the school was offered. Several weeks after the on-site, a detailed written report was sent to the school. Copies of the completed evaluation instruments were sent. The school was to send a written followup on the corrective actions required. The written response was routed to all members of the evaluation team. If the corrective actions were insufficient, additional communications and technical assistance were required.

A summary of the more common deficiencies found at the 31 schools evaluated follows:

- a. The educational philosophy of the school did not contain a statement identifying the role of vocational education.
- b. The educational goals of the school did not contain goal statements for vocational education.
- c. The organization and utilization of advisory committee members were not outlined in written board policy.
- d. There was not a current, complete and accurate equipment inventory of items purchased with state vocational education funds.
- e. There was no current community needs survey.
- f. There was no provision made for a formal annual followup of program completers.
- g. There was no systematic annual program evaluation plan developed and in use.
- h. The program did not have broad-based involvement from advisory committee, administrators, teachers and students.

Each of the five vocational-technical centers received an on-site evaluation during the 1984 fiscal year. The evaluation team ranged in size from 11 to 18 members. The variation in size was proportional to the vocational program offerings at each center. The evaluations were about two days in duration, followed by an exit conference. Similar follow-up procedures were used with the centers as with the secondary centers. Each center sent the Department of Vocational Education Services a written statement on their corrective actions.

Each of the five vocational-technical centers completed a self-evaluation. The instrument had 51 statements. The following items had a frequency count of two or more:

- a. Is there a written long-range plan for the center?



- b. Does the center notify the public annually that nondiscrimination policies are in effect for students and employees through a local newspaper?
- c. Is there an ongoing safety program in effect with written policy and student signature sheets available within applicable programs?

In the self-evaluation, program needs for the coming year were sought. Based on a frequency count, the following rank order of program needs was determined.

- 1. Equipment
- 2. Inservice Training
- 3. Curriculum
- 4. Computers and Application
- 5. Advisory Committees

## STUDENT AND EMPLOYER FOLLOW-UP

### Secondary

In April 1984 all senior secondary vocational education students completed a blue card, which provided past vocational course work completed and future mailing address. The card collected a self-reporting on the number of semesters of specific vocational education course work. Another set of information was the student's probable mailing address one year later. There was an unduplicated count of 1984 seniors of 5140. A sample of 680 blue cards produced a mean of 8.93 semesters of vocational education with a standard deviation of 4.78. The mean and standard deviations are very similar to previous years' results.

The Montana definition of completer is a student who takes four or more semesters of a vocational program.

For those secondary students granting permission to contact their employers, a follow-up survey was mailed in May 1985. The following is a hand tabulation of employer follow-up on completers as of June 21, 1985.

#### EMPLOYER FOLLOW-UP ON SCHOOL YEAR 1983-84 MEAN SCORES--SECONDARY STUDENTS--COMPLETERS

	NUMBER STUDENTS RATED	TECHNICAL KNOWLEDGE	WORK ATTITUDE	WORK QUALITY	OVERALL RATING
Agriculture Prod.	1	4.0	5.0	5.0	5.0
Mkt/Dist. Ed.	2	4.0	4.0	4.0	4.0
Business Office	27	4.0	4.6	4.3	4.1
Mechanics	3	4.3	5.0	4.7	4.7
Electricity/ Electronics	1	5.0	4.0	5.0	5.0
Graphic Arts	1	3.0	4.0	4.0	3.0
Metal Working/ Machine	1	4.0	5.0	5.0	4.0
Welding	2	4.5	4.5	3.5	4.0

#### Numerical Values:

- 5 = Very Good
- 4 = Good
- 3 = Average
- 2 = Poor
- 1 = Very Poor

Another portion of the employer follow-up concerned "Relative Preparation." The item stated "As a result of this person's vocational training, how would you rate his or her preparation in relation to other employees in his or her work group who did not receive the same training?" The following is a frequency count based on those who did answer the statement.

- 12 No basis for comparison.
- 20 Individual is better prepared.
- 5 Both are about the same.
- 0 Individual is less prepared.

Postsecondary

The following table is follow-up information from the 1983-84 school year students from the five vocational-technical centers.



FY 1984 VOCATIONAL-TECHNICAL CENTER COMPLETER FOLLOW-UP REPORT  
EMPLOYMENT STATUS FOLLOW-UP BY INSTRUCTIONAL PROGRAM

<u>Instructional Program CIP</u>	<u>Completers Sample</u>	<u>Military Service Full-time</u>	<u>Employed in a Field Related to Training</u>	<u>Not Related to Training: Not Pursuing Additional Education</u>	<u>Pursuing Additional Education (Employed in a Field Related to Training; Not in Labor Force or Unemployed)</u>	<u>Unemployed (Seeking Employment and Not Pursuing Add'l Education)</u>	<u>Not in Labor Force and Not Pursuing Add'l Education</u>	<u>Status Unknown</u>
<b>AGRICULTURE</b>								
01.0201 Agricultural Mech.	2		1	1				0
01.0201 Agri-Diesel Mech.	24		8	10		2		4
03.0501 Forestry Technology	1		0					1
<b>DISTRIBUTIVE</b>								
08.0102 Fashion Merch.	4		4					0
06.1401 Mid-Management	13		6	2	2	2		1
08.0705 Retail Merch.	1		2					0
<b>HEALTH</b>								
17.0101 Dental Assistant	26		14	2	2	1	2	5
17.0605 Practical Nurse	112		89	1	2	4	1	15
17.0602 Nurse Assistant	37		20	3	3	2		9
17.0210 Respiratory Therapy	25		15	2			2	6
17.0211 Surgical Technology	15		10	2	1	1		1
<b>HOME ECONOMICS</b>								
20.0403 Dinner/First Cook	27		17	3	2	3		2
<b>OFFICE</b>								
07.0101 Accounting/Bookkeeping	66		25	15	5	11		10
07.0702 Clerk/Typist	98		26	20	3	14		35
07.0305 Computer Oper/Programmer	9		4	1		2		2
07.0302 Data Entry/Computer Oper	34		12	4	1	6		11
07.0303 Data Entry Operator	70		9	14		6		41
07.0707 Medical Receptionist	8		5	1		1		1
07.0699 Medical Transcriptionist	8		7			1		
07.0606 Secretary-Gen./Exec.	12		6	1		1		4
07.0604 Secretary-Legal	24		13	4		2		5
07.0605 Secretary-Medical	22		5	4		1		12
07.0607 Secretary-Stenographer	1		1					
07.0608 Word Processing	30		10	5	1	5		9

FY 1984 VOCATIONAL-TECHNICAL CENTER COMPLETER FOLLOW-UP REPORT  
EMPLOYMENT STATUS FOLLOW-UP BY INSTRUCTIONAL PROGRAM

<u>Instructional Program CIP</u>	<u>Completers Sample</u>	<u>Military Service</u>	<u>Employed in a Field Related to Training</u>	<u>Not Related to Training; Not Pursuing Additional Education</u>	<u>Pursuing Additional Education (Employed in a Field Related to Training; Not in Labor Force or Unemployed)</u>	<u>Unemployed (Seek- ing Employment) and Not Pursuing Add'l Education</u>	<u>Not in Labor Force and Not Pursuing Add'l Education</u>	<u>Status</u>
TRADE & TECHNICAL								
47.0201 Air Cond. & Refrig.	38		14	6	2	5		11
47.0603 Auto Body Repair	30		14	4	1	3		8
47.0604 Auto Mechanics	101		21	28	6	8		38
47.0602 Aviation Maint. Tech.	22		3	7	2	1		9
46.0201 Building Trades	17		5	6				6
48.0508 Combination Welding	95		33	23	2	4		33
47.0605 Diesel Mechanics	40		12	12		2		14
48.0101 Drafting	20		13	2	1	2		2
15.0302 Electrical Technology	10		3		1	2		4
47.0101 Electronics Prod. Serv.	55		6	15		7		27
15.0303 Electronics Technology	17	1	9	5	1	1		1
47.0302 Heavy Equip. Mechanic	18		6	6	1	1		4
49.0202 Heavy Equip. Operation	8		3	1		2		2
48.0503 Machine Shop Technology	36		6	10		1		19
47.0606 Small Engine Repair	12		6	1	2			3
47.0399 Fluid Power			5	1		1		17
TOTALS:	1188	1	462	221	41	103	5	355

FY 84 VOCATIONAL-TECHNICAL CENTER-- COMPLETER WAGES\*

CIP	PROGRAM	WAGES			
		Male		Female	
		Number	Dollars/Hr	Number	Dollars/Hr
06.1401	Mid Management	3	5.63		
17.0101	Dental Assistant			6	4.50
17.0404	Home Health Aide			1	4.50
17.0605	Practical Nurse			53	6.11
17.0602	Nurse Assistant	5	5.90	13	4.77
17.0210	Respiratory Therapy	3	6.50	3	6.50
20.0403	Dinner/First Cook	3	4.55	4	4.56
07.0101	Accounting/Bookkeeping	1	5.20	13	4.51
07.0702	Clerk Typist	6	5.00	17	4.48
07.0303	Data Entry Operator			17	5.20
07.0699	Legal Transcriptionist			2	5.00
07.0699	Medical Transcriptionist			2	5.50
07.0604	Secretary-Legal			8	4.92
07.0605	Secretary-Medical			3	4.83
07.0607	Secretary-Stenographer			9	4.20
07.0608	Word Processing			11	7.12
47.0201	Air Conditioning & Refrig	6	5.78		
47.0603	Auto Body Repair	6	5.65		
47.0604	Auto Mechanics	7	5.96		
15.0201	Civil Engineering Tech.	1	6.43		
48.0508	Welding	1	5.75		
47.0605	Diesel Mechanics	7	5.07		
48.0101	Drafting	4	4.92		
48.0503	Machine Shop	2	8.65		
47.0606	Small Engine	1	4.62		

\* Source: Billings, Butte & Great Falls Vocational-Technical Centers

MONTANA 1983-84

## STUDENT FOLLOW-UP COMPLETER REPORT PART A-1

DESCRIPTION	TOTAL	FULL MIL	EMP REL	EMP NR	ADDL ED	UN-EMPL	NILF NP&E	STAT UNKN
AGRICULTURAL PRODUCTION	253	1	14	7	41	2	1	187
AGRICULTURAL SUPPLIES & SERVICES	20	0	0	0	0	0	0	20
AGRICULTURAL MECHANICS	19	0	0	1	0	0	0	18
FORESTRY	175	0	4	5	10	5	0	151
OTHER AGRICULTURE	0	0	0	0	0	0	0	0
GENERAL MERCHANDISING	0	0	0	0	0	0	0	0
NURSING ASSISTANT(AIDE)	0	0	0	0	0	0	0	0
OTHER HEALTH	0	0	0	0	0	0	0	0
COMPREHENSIVE HOME MAKING	0	0	0	0	0	0	0	0
OTHER CONSUMER AND HOME MAKING	3	0	0	0	0	0	0	0
CARE & GUIDANCE OF CHILDREN	0	0	0	0	0	0	0	0
CLOTHING MANAGEMENT, PRODUCTION & SERVICE	15	0	0	1	3	1	0	10
FOOD MANAGEMENT, PRODUCTION & SERVICE	0	0	0	0	0	0	0	0
HOME FURNISHING, EQUIPMENT & SERVICE	0	0	0	0	0	0	0	0
INSTITUTION & HOME MANAGEMENT & SERVICE	0	0	0	0	0	0	0	0
OTHER HOME ECONOMICS OCCUPATIONAL PREPAR	0	0	0	0	0	0	0	0
CLERICAL OFFICE PRACTICE	581	5	26	20	91	10	5	424
SECRETARIAL OFFICE PRACTICE	454	1	16	13	82	11	1	331
SIMULATED/MODEL OFFICE	24	0	0	0	0	0	0	14
APPLIANCE REPAIR	16	0	0	0	0	1	0	14
BODY AND FENDER REPAIR	240	1	8	16	21	1	0	188
AUTO MECHANICS	108	4	3	15	24	3	0	193
CARPENTRY	33	2	1	2	8	1	0	54
DRAFTING	167	1	1	2	6	1	0	22
ELECTRONICS OCCUPATIONS	133	2	1	0	1	2	0	11
METALWORKING (GENERAL)	74	0	2	0	1	2	0	25
WELDING	57	0	1	0	4	1	0	63
SMALL ENGINE REPAIR	3	0	0	1	1	0	0	6
INDUSTRIAL COOPERATIVE TRAINING	73	0	0	1	1	0	0	1
BROADCASTING	4	1	0	1	1	0	0	3
OCCUPATIONALLY ORIENTED INDUSTRIAL ARTS	12	0	0	0	1	0	0	12
CARPENTRY/CONSTRUCTION	19	0	0	0	1	0	0	15
DRAFTING	6	0	0	0	1	0	0	12
ELECTRICITY/ELECTRONICS	1	0	0	0	1	0	0	1
GRAPHIC COMMUNICATIONS	46	0	3	1	2	0	0	14
METALWORK (INCLUDES WELDING)	22	0	4	0	4	1	0	32
POWER MECHANICS	52	1	1	2	1	0	0	14
WOODWORKING (INCLUDES CABINET MAKING)	4	0	0	0	1	0	0	3
OTHER, INCLUDING COMBINED PROGRAM	2,294	23	89	85	293	43	7	1,754

Full MIL = Military Service Full Time  
 EMP REL = Employed Related to Training  
 EMP NR = Employed Not Related to Training  
 ADDL ED = Additional Education  
 UN EMPL = Unemployed  
 NILF = Not in Labor Force  
 STAT UNKN = Status Unknown

## STUDENT FOLLOW-UP LEAVER REPORT PART A-2

VE66

DESCRIPTION	TOTAL	FULL MIL	EMP REL	EMP NR	ADDL ED	UN- EMPL	NILF NPAE	STAT UNKN
AGRICULTURAL PRODUCTION	127	1	4	2	13	0	1	106
AGRICULTURAL SUPPLIES & SERVICES	1	0	0	0	0	0	0	1
AGRICULTURAL MECHANICS	0	0	0	0	0	0	0	0
FORESTRY	5	0	0	0	0	0	0	5
OTHER AGRICULTURE	70	0	0	0	4	0	0	63
GENERAL MERCHANDISING	0	0	0	0	0	0	0	0
NURSING ASSISTANT(AIDE)	0	0	0	0	0	0	0	0
OTHER HEALTH	0	0	0	0	0	0	0	0
COMPREHENSIVE HOMEMAKING	0	0	0	0	0	0	0	0
OTHER CONSUMER AND HOMEMAKING	0	0	0	0	0	0	0	0
CARE & GUIDANCE OF CHILDREN	22	0	0	0	0	0	0	0
CLOTHING MANAGEMENT, PRODUCTION & SERVICE	11	0	0	1	3	0	0	17
FOOD MANAGEMENT, PRODUCTION & SERVICE	7	0	0	2	0	0	0	6
HOME FURNISH & HOME MANAGEMENT & SERVICE	0	0	0	0	0	0	0	0
INSTITUTION & HOME MANAGEMENT & SERVICE	0	0	0	0	0	0	0	0
OTHER HOME ECONOMICS OCCUPATIONAL PREPAR	0	0	0	0	0	0	0	0
CERETARIAL OFFICE PRACTICE	252	1	8	10	42	5	2	184
SECRETARIAL OFFICE PRACTICE	156	1	7	6	30	6	1	105
SIMULATED/MODEL OFFICE	15	1	0	1	0	1	0	12
APPLIANCE REPAIR	0	0	0	0	0	0	0	0
BODY AND FENDER REPAIR	6	0	0	0	0	0	0	6
AUTO MECHANICS	86	0	0	0	0	0	0	86
CARPENTRY	37	0	0	0	7	1	0	33
DRAFTING	25	0	0	0	1	1	0	20
ELECTRONICS OCCUPATIONS	9	0	0	0	0	1	0	8
GRAPHIC ARTS (GENERAL)	12	0	0	0	1	1	0	9
METALWORKING	11	0	0	0	1	0	0	10
WELDING	1	0	0	0	0	0	0	1
SMALL ENGINE REPAIR	1	0	0	0	0	0	0	1
INDUSTRIAL COOPERATIVE TRAINING	0	0	0	0	0	0	0	0
BROADCASTING	17	0	0	0	0	0	0	14
OCCUPATIONALLY ORIENTED INDUSTRIAL ARTS	6	0	0	0	0	0	0	6
CARPENTRY/CONSTRUCTION	5	0	0	0	0	0	0	5
DRAFTING	5	0	0	0	0	0	0	5
ELECTRICITY/ELECTRONICS	3	0	0	0	0	0	0	3
GRAPHIC COMMUNICATIONS	34	0	0	0	0	0	0	30
METALWORK (INCLUDES WELDING)	31	0	0	0	0	0	0	29
POWER MECHANICS	12	0	0	0	0	0	0	8
WOODWORKING (INCLUDES CABINETMAKING)	0	0	0	0	0	0	0	0
OTHER, INCLUDING COMBINED PROGRAM	0	0	0	0	0	0	0	0
	980	8	29	34	109	22	6	772

Full MIL = Military Service Full Time  
 EMP REL = Employed Related to Training  
 EMP NR = Employed Not Related to Training  
 ADDL ED = Additional Education  
 UN EMPL = Unemployed  
 NILF = Not in Labor Force  
 STAT UNKN = Status Unknown



FISCAL YEAR 1984--EMPLOYER FOLLOW-UP  
EMPLOYER RATING OF MONTANA SECONDARY VOCATIONAL COMPLETERS\*

Number of Students	Program	Mean Rating**			Relative Preparation (Frequency)***			
		Technical Knowledge	Work Attitude	Work Quality	Overall Rating	No Basis	Better	Same Less
32	Business & Office	4.0	4.6	4.3	4.2	11	15	6
14	Trades & Industry	4.3	4.6	4.4	4.4	5	11	1
3	Marketing/D.E.	4.0	4.0	4.0	4.0		3	

EMPLOYER RATING OF MONTANA SECONDARY LEAVERS

10	Business & Office	4.4	4.8	4.8	4.5	7	3	
7	Trades & Industry	3.9	4.1	3.9	4.9	1	4	

\* The Department of Vocational Education Services received written permission from the students prior to contacting their employer.

\*\* 5 points = very good  
4 points = good  
3 points = average  
2 points = poor  
1 point = very poor

\*\*\* The frequency is the number of times the employers responded to the statement.

No Basis = No basis for comparing rating and his or her preparation in relation to their employees who did not receive the same training.

Better = Individual is better prepared in his or her preparation in relation to other employees who did not receive the same training.

Same = Both groups are about the same.

Less = The individual is less prepared in relation to other employees who did not receive the same training.

The following postsecondary follow-up is employer information on school year 1983-84 students from three of the five vocational-technical centers. The vocational-technical centers from the cities of Billings, Butte and Great Falls sent the Department of Vocational Education Services information which was summarized by two-digit CIP codes.

VOCATIONAL-TECHNICAL CENTER EMPLOYER FOLLOW-UP  
ON FY 84 COMPLETERS\*

CIP	PROGRAM	NUMBER OF EMPLOYERS	TECHNICAL KNOWLEDGE	WORK ATTITUDE	WORK QUALITY	OVERALL RATING
07	Business and Office	39	3.9	4.5	4.0	3.9
15	Engnrg. & Related Tech.	3	4.0	4.7	4.0	4.0
17	Allied Health	65	4.5	4.3	4.3	4.2
20	Vocational Home Ec.	4	4.5	4.0	4.5	4.5
47	Mechanics & Repairers	9	3.7	4.4	4.1	4.0
48	Precision & Production	9	4.1	4.3	4.3	3.8
49	Transportation	2	4.0	4.0	4.0	4.0

\* Same numerical scale values as previous page.

SECTION VIII

RESPONSE TO THE RECOMMENDATIONS OF THE MONTANA ADVISORY  
COUNCIL FOR VOCATIONAL EDUCATION

The following recommendations of the Montana Advisory Council for Vocational Education were published in the 15th Annual Report 1984, October 1984.

1. Recommendation: The State Advisory Council recommends that the Office of Public Instruction incorporate concepts and activities related to entrepreneurship within each vocational program.

Response: The Office of Public Instruction agrees with the rationale of the recommendation but philosophically disagrees with the implementation. The basic philosophy of the office is local control of educational curricula. The Office of Public Instruction has taken initial steps to encourage and support the adoption of entrepreneurship.

The Office of Public Instruction approved a federally supported program improvement project 85-6259-05-23-16-C627 titled "Entrepreneurship." The project planned to disseminate PACE materials to 17 secondary Montana Distributive Education teachers. The PACE materials are a comprehensive entrepreneurship curriculum developed by the National Center for Research in Vocational Education. The instructors also received instruction in the use of these materials.

The subject matter specialists have recommended the infusion of entrepreneurship concepts during professional meetings with their colleagues.

2. Recommendation: The State Advisory Council for Vocational Education recommends that the Office of Public Instruction continue to develop and refine the public educational system to assure that graduates have the opportunity to develop an intellectual foundation needed to understand technology, its impact and application in communities, and the importance of a positive attitude toward effective use of technical innovation.

Response: The Office of Public Instruction concurs with the recommendation. The State Council is planning selected goals related to this recommendation for the 1986 fiscal year. One of the fiscal year 1986 vocational education goals is: "To aid in the attainment of necessary academic foundations requisite to the application of newer technologies in terms of employment or occupational goals."

3. Recommendation: The Montana Advisory Council for Vocational Education recommends that the Office of Public Instruction assure that the acquisition of basic academic competencies is an identifiable part of all vocational education programs.

Response: The Office of Public Instruction concurs with this recommendation. Based on a survey made by the Montana State Legislative Auditor the secondary schools are doing a commendable job. The auditor obtained 1981-82 vocational student follow-up responses from 612 students out of 1,309 mailed surveys. The responses indicated 41 percent attending a four-year college, 6 percent attending one of the state's five vocational-technical centers, and 8 percent attending other postsecondary educational schools. Sixty-one percent of Montana vocational students do go on to further their education. This high percentage compared with the national average of 54 percent tends to verify the excellence of the high school programs.

4. Recommendation: The State Advisory Council for Vocational Education recommends that the Office of Public Instruction increase its support for the five vocational-technical centers in Montana.

Response: The Office of Public Instruction concurs. Increased financial support by the Superintendent is limited by the Carl D. Perkins Vocational Education Act and the appropriations of the Montana Legislature.

5. Recommendation: The State Advisory Council for Vocational Education recommends that the Office of Public Instruction promote the active utilization of local advisory committees by contacting local members as a part of the evaluation/visitation process for vocational programs.

Response: The Office of Public Instruction concurs. As part of the on-site evaluation process, the school is encouraged to invite advisory committee members to the evaluation and exit meeting. An outstanding example of advisory committee participation is the on-site evaluation/visitation in Colstrip. Seven advisory committee members were present during the entire visitation. Individual members accompanied staff members of the Office of Public Instruction as they talked with classroom teachers. The advisory committee members asked meaningful questions.

Another portion of the evaluation/visitation process is to ask if the schools have an advisory committee. If there is an advisory committee, a staff member reviews the minutes of meetings. If noncompliance is determined, the school must describe the corrective action taken.

The Department of Vocational Education Services helped to facilitate the selection and attendance of Mr. Robin Street to the Vocational Instruction Program Advisory Committee's meeting in Washington, D.C. Mr. Street represented Montana at the first national conference.

## SECTION IX

### EXEMPLARY PROGRAMS

The Department of Vocational Education Services funded two exemplary projects in fiscal year 1984. One project was titled "Network Communications Utilizing Remote Sites as Exemplary Demonstration Sites on Micro Computers in Business Education"; the other is "Task Oriented Computer Assisted Vocational Education."

The major objective of the Business Education project was to make available to teachers in secondary schools in Western Montana, a hands-on program whereby they can learn about the utilization of modern electronic communication systems that are normally found in larger population centers. Four inservice training workshops were held for teachers. The workshops demonstrated: 1) networking of microcomputers, b) telecommunications between microcomputers, c) transfer of programs between microcomputers, and d) utilization of telephone lines to transfer documents. Twenty-eight teachers participated in the workshop.

The training and information gained from this project has helped to update many business and office programs in western Montana. If funds are available, a similar project would be recommended for other geographical regions of the state.

The "Task Oriented Computer Assistance Vocational Education" project was limited to the subjects of drafting and electronics. The subject matter style and procedures could be adapted to most vocational education. Several years of developmental work and operation have been used by H. Lee Holmes and Paul Dorrance. Much of the funds were used in the exemplary year to expand the capacity and speed of the computers.

Some of the results of the project were: a) students made input and received output data on a daily basis for test taking, worksheet completion, designing and receiving teacher instructions; b) students received a printout of their job skills; c) students used a competency-based, task-oriented objective system; d) students advanced at their own rate; and e) the computers were used to keep records and manage individualized instruction which allowed more time for assisting students.



## APPENDIX A

### FY 84 PROJECT DESCRIPTIONS



## DISADVANTAGED 120

- D241-- The University of Montana provided computers and training on the use of microcomputers in a network mode to serve the disadvantaged and handicapped students in rural schools of western Montana.
- D243-- Butte Vocational-Technical Center supervised a cooperative education program for disadvantaged and handicapped students with local employers.
- D244-- Prevocational English and job-seeking skills for limited English-speaking high school students at Hellgate High School.
- D245 -- A secretarial science program with equipment purchases at Blackfeet Community College.
- D246 -- A Human Educational Learning Program designed to raise a student's educational level to successfully complete a vocational program.
- D247 -- Prevocational pilot program to assist high-risk, postsecondary vocational education students in preparation for successful vocational training at the Missoula Vocational-Technical Center.
- D248 -- An introduction to microcomputer programming for disadvantaged and handicapped youth at Pine Hills School.
- D249 -- A secretarial training program for disadvantaged youth at Salish-Kootenai Community College.
- D252-- To aid women in transition with decisions for future vocational occupations.
- D255 -- Provide alternative instruction to academically limited students in vocational agriculture in Absarokee.
- D256 -- A project to train 15 disadvantaged adults in the occupational areas of shoe and boot repair.
- D264 -- Butte Vocational-Technical Center provides an intensive six-week training program on fluid power for unemployed miners and others in the area.

## 120 HANDICAPPED

- H231 -- Individual projects for special needs students in Home Economics to acquire personal life skills.
- H233 -- A vocational program for special needs students to acquire restaurant skills developed at Flathead High School.
- H234 -- To provide basic competency-functional skills, work-related skills and self-management skills for students with special needs in small rural high schools.

- H235 -- Special needs students received computer-assisted instruction in career and vocational education in Anaconda.
- H236 -- A vocational special education coordinator and job-site trainer for special needs students was hired for the Helena Public Schools.
- H239 -- Provided hands-on training and individualized instruction to special needs students for acquiring consumer skill development in a home economics classroom at Lincoln County High School.
- H240 -- Development of vocational simulation computer software entitled "Applying for a Job" at Park High School.
- H241 -- Hired a classroom aide for handicapped students in vocational programs.
- H242 -- An individualized program in vocational consumer homemaking for a developmentally handicapped student at Manhattan High School.
- H243 -- Computer-assisted vocational instruction for special needs students at Flathead High School.
- H244 -- A program for the development of communication skills in vocational education for learning-disabled students at Florence-Carlton High School.
- H245 -- To assist special needs students to become proficient in basic skills pertinent to respective vocational courses in Butte Public Schools..
- H247 -- Modifications and construction to the Helena Vocational-Technical facility to meet the needs of handicapped students.
- H248 -- Helena High School, through aides and teacher inservice training, increased awareness and services to handicapped students in vocational education programs. A pre/post-inventory and observation showed that handicapped students improved their self-confidence.
- H249 -- Great Falls Vocational-Technical Center obtained an interpreter to assist a student with a hearing loss.
- DH 02B- Through counseling and an employability program at Flathead Valley Community College, 100 displaced homemakers were served. Of this number, 32 found employment and/or have upgraded their employment.

#### DISADVANTAGED 130

- D312 -- A nationwide survey of MDE programs to establish a database of mainstreaming materials to aid marketing educators in designing learning strategies for marketing students. Completed June, 1984.
- D314 -- The development of a total educational system for the Montana State Prison Vocational Industries Programs.

## HANDICAPPED 130

- H321 -- A continuation of classroom guidelines and accommodation of special needs learners in Montana vocational classrooms.
- H322 -- Vocational skills training models in simulated employment settings for handicapped students in Great Falls.

## SPECIAL DISADVANTAGED

- SD04 -- A vocational agriculture program for disadvantaged students at Hays-Lodge Pole High School.

## PROGRAM IMPROVEMENT 1984

### CURRICULUM

- C613 -- A curriculum was developed for use in training students to use the CPT word processor. The curriculum is currently being used and is listed in ERIC.
- C614 -- Revision and update of the Montana Distributive Education Curriculum Guidelines for competency-based instruction in Marketing Education. This was accepted by ERIC.
- C615 -- A Montana Home Economics Wage Earning curriculum was made available and introduced to teachers. Inservice programs were presented as well as technical assistance (videotapes) provided to teachers on how to better use the FHA/HERO Proficiency Events Handbook.
- C616 -- A microcomputer software program was developed in Feeds and Feeding to change the emphasis from end product to process.
- C617 -- Five instructional units (Tractor and Machinery Safety, Basic Soils, Planning and Implementation of SOE, Introduction to Vo-Ag and Leadership through FFA) were developed, printed and disseminated to Montana Vo-Ag teachers.
- C618 -- This project developed a new Montana Industrial Education/Technology Curriculum Guide for use by local programs in the planning and implementation of technology-oriented instruction in industrial education. In addition, a nationwide search was conducted to obtain sample materials and competency-based program guides. This led to the adoption of materials from several curriculum consortiums for recommendation to schools.
- C619 -- One nurse from each of the vocational-technical centers helped develop a curriculum and obtain materials appropriate for a post-graduate intravenous therapy course for Licensed Practical Nurses.

### EXEMPLARY

- E504 -- An exemplary project of networked microcomputers, utilizing electronic telecommunications, was developed and placed at four sites in western Montana for use by students, teachers and for teacher inservice workshops.

E505 -- As a result of this project, competency-based, individualized systems of computer-assisted instruction in drafting and electronics were developed. The system has the potential to be transmitted to other schools via computer modem.

#### GUIDANCE

- G716 -- Developed a slide/tape program which showed programs and services available at each of the five vocational-technical centers.
- G717 -- Jointly the five vocational-technical centers sponsored secondary counselor seminars on enrollment in the centers. There were 232 participants.
- G718 -- The Missoula Vocational-Technical Center presented five regional workshops to 98 counselors on successful job-hunting skills.
- G719 -- The Montana Career Information System held a labor market information and vocational assessment procedures workshop for 69 counselors.
- G720 -- Helena Vocational-Technical Center developed an 18-minute slide/tape presentation on the offering at the five vocational-technical centers. These slides/tapes were made available to high schools and others.
- G721 -- The Montana State Occupational Information Coordinating Committee produced and distributed about 500 copies of the "1984 Montana Supply/Demand Report."
- G722 -- Helena Vocational-Technical Center developed a computer system to better use student records, including student follow-up.
- G724 -- Missoula Vocational-Technical Center completed a comprehensive study on those students who enroll at the center and have low academic performance. Recommendations were made to improve counseling procedures.
- G725 -- Great Falls Vocational-Technical improved its computer system for student records.

#### RESEARCH

- Contract A total of 335 accidents at the five vocational-technical centers were reviewed by CIP, center and cost and were reported to each center.
- Contract A needs assessment procedure was field tested with three high schools.
- R412 -- A survey was conducted and conclusions presented regarding Business and Office skills and subjects are and should be taught at the various levels. A copy of the report was sent to each Business and Office program in the state.



- R413 -- This research project identified the personal characteristics which make people more employable in agribusiness.
- R414 -- Research was conducted to determine the extent that supervised occupational experience programs are taught, the impact on students, the frequency of on-site instructional visits by the Vo-Ag teacher and the status of Supervised Occupational Experience in Montana.
- R415 -- Montana State University determined the current and projected manpower needs in agribusiness and agriculture production in Montana.
- R416 -- ECO surveyed 1100 small businesses and 500 agribusinesses to determine primary use of computers and need for training.

#### PERSONNEL DEVELOPMENT

- T849 -- Montana State University teacher educators provided technical assistance to Montana home economics teachers by a variety of methods: workshops, conference presentations, and development of written material.
- T850 -- Technical assistance was provided by the teacher educator at the University of Montana to first-year home economics teachers, cooperating teachers, and to six teachers investigating implementation of wage earning home economics programs.
- T851 -- The experience received by Vo-Ag student teachers was improved by inservice and workshops for the student teachers, the cooperating teacher and the administrator prior to the student teaching experience.
- T852 -- Student teaching placement and on-site supervision were provided by Vo-Ag and Industrial Arts (IA) staff at Montana State University for 22 Vo-Ag and IA teachers.
- T853 -- Inservice and preservice workshops and seminars, including a week-long update conference, were provided by the Agriculture Education staff at Montana State University for over 60 Montana Vo-Ag teachers.
- T854 -- Activities of this project included identification of priorities for inservice, utilizing a mailed questionnaire and the convening of an inservice steering committee to develop a plan for inservice. Workshops were not held as planned but rescheduled for the following year, resulting in a carryover of funds.
- T855 -- The Montana Vocational State Leadership Conference was held October 19-21, 1984 in Helena with 309 persons in attendance.
- T856 -- Two 2-day workshops were held in eastern Montana to train teachers in microcomputers, networked micros and on how to adapt their curriculum to effectively use micros.
- T857 -- The development of a slide/tape presentation on the essentials of a cooperative education program and work experience models that can be used by local districts.



- T858 -- A marketing education inservice for secondary/postsecondary instructors on updating knowledge of marketing and distribution technology and subject matter. The inservice was one week in length.
- T859 -- The home economics teacher educator at the University of Montana facilitated implementation of "regional curriculums and program development workshops."



